

HOW TO SATISFY THE PROVISIONS OF A STIPULATION

1. Hire a State-Certified Rental Weatherization Inspector to inspect the property and determine what requirements are needed to meet the State code. Inspectors are listed under "Building Inspection" in the yellow pages of telephone books. A list of credentialed Rental Weatherization Inspectors can be found on our web site, www.commerce.state.wi.us.

Comparative shopping is recommended when contracting for inspection services since fees are based on the private inspector's costs and market competition. However, the maximum fee for inspection and certification of a residential rental property is set by code. This fee includes an initial inspection, the Field Inspection Report, a final inspection for compliance, and the issuing of the Certificate of Compliance. The maximums are:

- a. 1 or 2 rental units \$200.00
- b. 3 to 8 rental units \$200.00 plus \$50.00 for each additional rental unit over 2
- c. Over 8 rental units..... \$500.00 plus \$25.00 for each additional rental unit over 8

Note: As a last resort, if a private inspector cannot be located, an owner may arrange for an inspector from the Division for their residential rental property. However, the fee charged will be the maximum fee as detailed above.

2. The inspector will leave a copy of a Field Inspection Report and will discuss the requirements with you.
3. If weatherization requirements have been identified by inspection, then you should either hire a contractor or perform the work yourself to bring the building into code compliance.
4. After completion of the work, you should contact the inspector and request a final inspection.
5. The inspector will reinspect the property, then issue a Certificate of Compliance if all requirements are satisfied.
6. The owner will receive an original Certificate of Compliance **which must be recorded at the County Register of Deeds, to negate the Stipulation**. The inspector will send a copy of the certificate to Safety and Buildings Division. When Safety and Buildings receives the certificate, the stipulation will be satisfied.
7. All **work must be completed** and the **Certificate of Compliance issued within 12 months of the original date of the stipulation** or the owner is subject to a fine according the State Statute 101.122 (7)(d).

